

DON CIO Message: DTG: 071731Z AUG 08

UNCLASSIFIED//

SUBJECT: ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING

REF/A/DOC/SECNAVINST 5210.8D/31DEC2005// REF/B/DOC/SECNAV  
MANUAL5210.1/NOV2007// REF/C/DOC/DON CIO/15JUN2007//

NARR/REF A DELINEATES THE AUTHORITIES AND RESPONSIBILITIES OF THE DON RECORDS MANAGEMENT PROGRAM. REF B IS THE AUTHORITATIVE SOURCE FOR DEPARTMENTAL RECORDS MANAGEMENT AND DISPOSITION PROCEDURES. REF C, DON CIO MEMO, DEPARTMENT OF NAVY ELECTRONIC RECORDS MANAGEMENT AND RECORD ELECTRONIC MAIL (E-MAIL) MANAGEMENT EMPHASIZED THE REQUIREMENTS FOR ELECTRONIC RECORDS MANAGEMENT AND FOR RECORD E-MAIL.//

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RMKS/1. PER REFS A AND B, ALL DEPARTMENT OF THE NAVY (DON) COMMANDS ARE REQUIRED, BY LAW, TO PROPERLY MANAGE THEIR RECORDS. THESE REFS, AVAILABLE AT [HTTP://DONI.DAPS.DLA.MIL](http://DONI.DAPS.DLA.MIL) AND [HTTPS://PORTAL.MCEITS.USMC.MIL/SITES/HQMCAR/ARD/ARDB/DEFAULT.ASPX](https://portal.mceits.usmc.mil/sites/hqmcAR/ARD/ARDB/DEFAULT.ASPX), DEFINE AND EXPLAIN WHAT CONSTITUTES A RECORD. FURTHER, EVERY COMMAND IS REQUIRED TO TRAIN THEIR PERSONNEL THAT CREATE AND USE RECORDS TO MANAGE RECORDS CORRECTLY. WITH COMPUTERS AT NEARLY EVERY DESK AND WORK STATION, THIS INCLUDES THE VAST MAJORITY OF DON PERSONNEL WHETHER THEY ARE MILITARY MEMBERS, GOVERNMENT CIVILIANS, OR CONTRACTOR SUPPORT.

2. IN ADDITION TO THE BASIC TRAINING REQUIREMENT, REF A REQUIRES THAT ALL DON PERSONNEL BE REMINDED, EVERY YEAR, OF THEIR RECORDS MANAGEMENT (RM) RESPONSIBILITIES. ACCORDINGLY, PRIOR TO 30 SEP 08, EACH DON COMMAND SHALL REMIND THEIR PERSONNEL THAT:

A. THEY ARE RESPONSIBLE FOR CREATING, MAINTAINING, PRESERVING, AND PROPERLY MANAGING RECORDS, REGARDLESS OF FORMAT.

B. THEY MUST IDENTIFY RECORDS AND DISTINGUISH THEM FROM NON-RECORD MATERIALS. AS POINTED OUT BY REF C, ELECTRONIC DOCUMENTS AND E-MAIL CAN BE OFFICIAL RECORDS.

C. THEY ARE TO IDENTIFY PERSONAL PAPERS AND MAINTAIN THEM SEPARATELY FROM ORGANIZATIONAL RECORDS.

D. THEY ARE NOT TO REMOVE RECORDS FROM GOVERNMENT CUSTODY OR DESTROY THEM, EXCEPT AS REQUIRED OR ALLOWED UNDER AUTHORIZED RECORD SCHEDULES.

E. THEY ARE TO INFORM APPROPRIATE OFFICIALS OF ANY ACTUAL, IMPENDING, OR THREATENED UNLAWFUL REMOVAL, ALTERATION, OR DESTRUCTION OF FEDERAL RECORDS; AND THE SANCTIONS PROVIDED FOR THE UNLAWFUL REMOVAL OR DESTRUCTION OF FEDERAL RECORDS.

F. THEY MAY NOT DESTROY, DISCARD, OR DELETE ANY RECORD OR OTHER DOCUMENTARY MATERIAL THAT IS SUBJECT TO ANY TYPE OF HOLD OR MAY BE RELATED IN ANY WAY TO ANY REASONABLY FORESEEABLE OR ONGOING LITIGATION,

INVESTIGATION, ANY UNRESOLVED CLAIMS FOR OR AGAINST THE GOVERNMENT, INCOMPLETE INVESTIGATIONS, OR EXCEPTIONS TAKEN BY THE GENERAL ACCOUNTING OFFICE OR INTERNAL AUDITORS.

3. TWO RESOURCES ARE READILY AVAILABLE TO ASSIST COMMANDS WITH THIS TRAINING REQUIREMENT. USE OF EITHER WILL FULFILL THE REQUIREMENT.

A. THE WEB-BASED TRAINING COURSE, RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY, IS AVAILABLE ON NAVY KNOWLEDGE ONLINE (NKO) AND MARINET. IN ADDITION TO MEETING THE ANNUAL REQUIREMENT, THIS COURSE PROVIDES AN EXCELLENT INTRODUCTION TO RM AND REQUIRES LESS THAN 45 MINUTES TO COMPLETE.

(1) FOR NAVY PERSONNEL: TO FIND THE COURSE, GO TO [WWW.NKO.NAVY.MIL](http://WWW.NKO.NAVY.MIL), LOG IN AND SELECT NAVY E-LEARNING, BROWSE CATEGORIES, US DEPARTMENT OF THE NAVY (DON), DON EBUSINESS TRAINING, AND FINALLY RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY. ONCE COMPLETE, COURSE CERTIFICATES ARE AVAILABLE THROUGH THE TRANSCRIPT WINDOW OF EACH INDIVIDUAL'S NKO E-LEARNING ACCOUNT.

(2) THREE OTHER RM COURSES ARE ALSO AVAILABLE: DON RECORDS MANAGEMENT: ADVANCED TOPICS, TRIM CONTEXT VIA THE NMCI (ENTRY), AND TRIM CONTEXT VIA THE NMCI (ADVANCED).

(3) FOR USMC PERSONNEL: TWO RM ONLINE COURSES ARE AVAILABLE AT [HTTPS://WWW.MARINET.USMC.MIL](https://WWW.MARINET.USMC.MIL). TO LOCATE THE COURSES, CLICK ON BROWSE COURSE CATALOG, THEN CLICK ON ANNUAL AND REQUIRED TRAINING COURSES, AND THEN MARINE CORPS RECORDS MANAGEMENT TRAINING. UPON COMPLETION OF THE COURSE, RETURN TO THE MARINET TRANSCRIPT PAGE TO LAUNCH THE END OF COURSE EXAM AND RECEIVE A CERTIFICATE OF COMPLETION.

B. THE DON RECORDS MANAGEMENT ANNUAL REFRESHER TRAINING GUIDE IS AVAILABLE ON THE DON CIO WEB SITE ([WWW.DONCIO.NAVY.MIL](http://WWW.DONCIO.NAVY.MIL)). THIS GUIDE ADDRESSES EACH POINT OF THE REQUIRED TRAINING.

4. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.